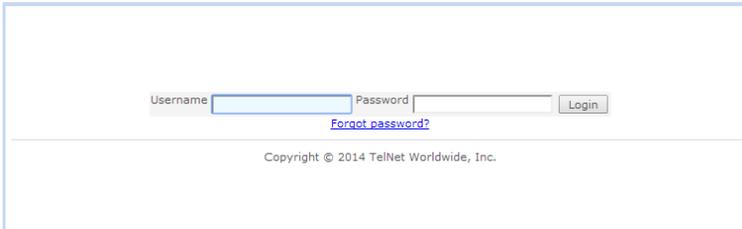
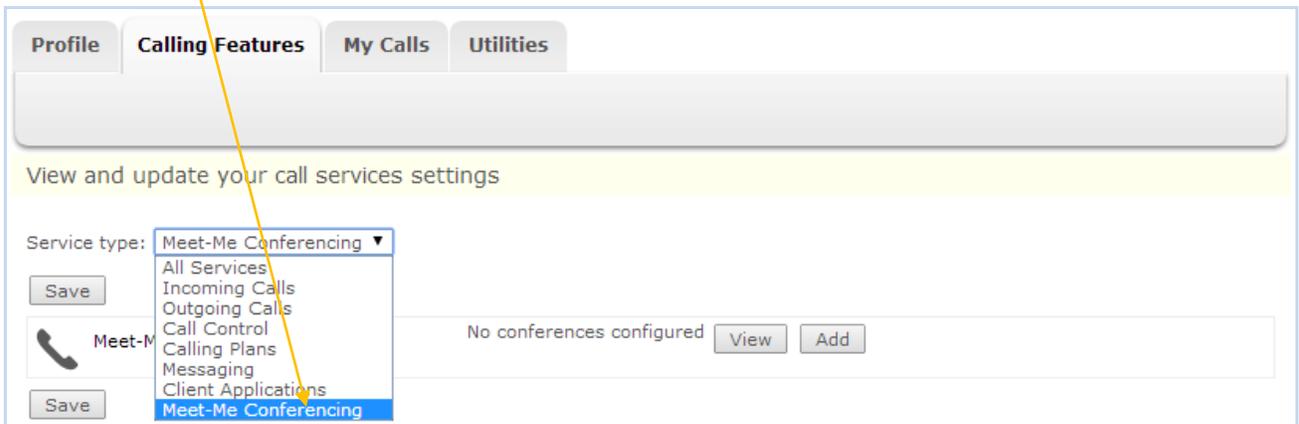


How to set up a Meet-Me Conference Bridge

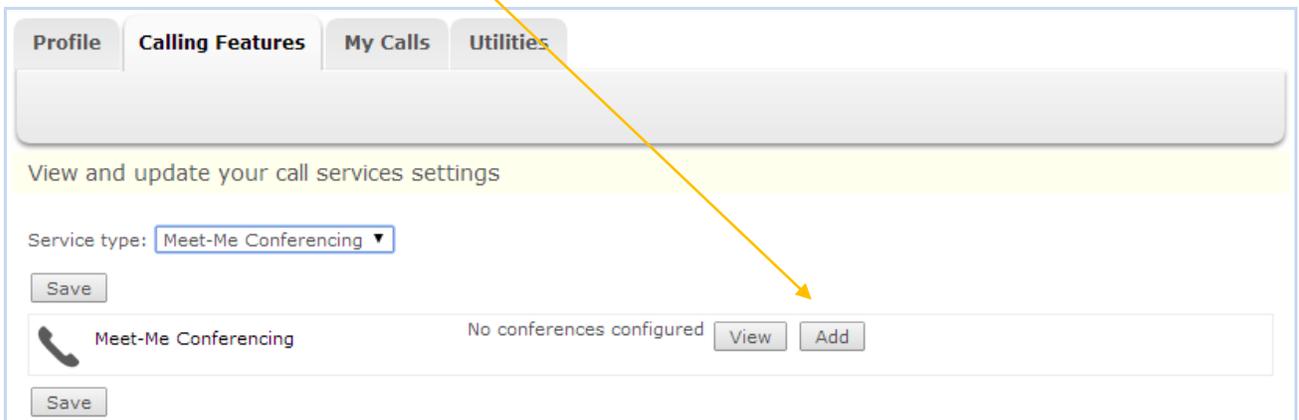
- 1 | Log in to the TelNet Conferencing web interface at <https://serviceportal.telnetww.com>
(Note: the User ID is your 10-digit phone number; use the password provided by your system administrator.)



- 2 | Select **Meet-Me Conferencing** from the Service type pull down menu.



- 3 | To create a new conference bridge, click **Add**.



- 4 | Fill in **Title**, other details and options (for example, if you want participants to wait until the moderator has arrived, select “Moderator required to start conference” option.) When complete, click **Save**.

Meet-Me Conference Add

Bridge Name: Meet-me Conf

*Title: My Conference

Account Code:

Estimated number of participants:

Restrict number of participants to

Mute all attendees on entry

End conference when moderator departs

Moderator required to start conference

When attendees join/leave: Play tone Play recorded name No notification

Type: One Time Recurring Reservationless

Schedule

Start Date: 01/29/2014

*End Date: Never Date

Save Cancel

- 5 | After the conference bridge has been created, click **View** to see conference details, followed by **Edit** for details.

Profile Calling Features My Calls Utilities

View and update your call services settings

Service type: Meet-Me Conferencing

Save

Meet-Me Conferencing 1 conference configured View Add

Save

- 6 | Conference details include **Date(s)**, **Conference Phone Number** and **Conference ID** to share with your participants, as well as your **Moderator Pin** code to access the conference. Modify or distribute information as needed.

Meet-Me Conference Modify

Bridge Name: Meet-me Conf

*Title: My Conference

Account Code:

Estimated number of participants:

Restrict number of participants to

Mute all attendees on entry

End conference when moderator departs

Moderator required to start conference

When attendees join/leave: Play tone Play recorded name No notification

Type: One Time Recurring Reservationless

Schedule

Start Date: 01/29/2014

*End Date: Never Date

Conference Access

Phone Number: 2-4

Conference ID: 8-4

Moderator Access

Phone Number: 24-34

Extension: 1934

Moderator Pin: 0-1

Delete

Conference Control Commands (touch-tone/ DTMF)

Before the conference begins, participants and moderator can press # to mute/unmute the on hold music.

Once the conference commences, conference control commands are available to both moderators and participants at any time during the conference. Only the person who chooses to use this feature by pressing * during the conference hears the menu while other participants continue talking, or listening in to the conference.

Moderator Control Menu

To access the moderator control menu at any time during the conference, press *, then press:

- 1 – Mute or unmute this line
- 2 – Participant count, followed by roll call
- 3 – Turn on or turn off Lecture Mode
- 4 – Lock or unlock conference
- 6 – Invite a new participant by calling the participant
- 8 – End conference
- # – To return to the conference
- * – Repeat the menu options

NOTES

Power dial – If you don't want to listen to the menu, simply press * then the digit for the option you want. (e.g., you can press “*4” to lock the conference.) If you enter any digit other than what's noted here, you are returned back to the conference.

After Lecture Mode, ask to unmute – **Lecture Mode** mutes participants so that the moderator may speak uninterrupted. After **Lecture Mode** has been *enabled*, then *disabled*, the moderator must ask participants to unmute their lines by pressing *1. **Otherwise participants will remain muted.**

Participant Control Menu

Control functions are also available to participants who are not moderators. To access the participant control menu at any time during the conference, press *, then press:

- 1 – Mute or unmute myself
- 2 – Participant count, followed by roll call
- 9 – Log in as moderator
- # – To return to the conference
- * – Repeat the menu options

NOTES

Log in as Moderator option – When a participant selects this option, they are asked for the moderator PIN. If the PIN is correct, they become a moderator and can execute moderator commands.

Mute/Unmute – Participants can only mute or unmute themselves. If a moderator has muted a participant's line, the participant cannot unmute it.